



UNITED STATES MARINE CORPS  
FIRST RECONNAISSANCE BATTALION (REIN)  
FIRST MARINE DIVISION  
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IN REPLY REFER TO:  
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BNCO  
23 May 08

RECONNAISSANCE BATTALION POLICY LETTER 013-08

From: Commanding Officer  
To: Marines and Sailors of 1<sup>st</sup> Reconnaissance Battalion  
  
Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL AND TRAVEL CLAIM POLICY  
FOR FIRST RECONNAISSANCE BATTALION  
  
Ref: (a) JFTR  
(b) DTS Manual  
(c) Maradmin 045/04  
(d) Maradmin 068/05

1. Purpose. To establish battalion policy for TAD travel and the timely and accurate submission of travel claims.

2. Scope. This order applies to all 1<sup>st</sup> Reconnaissance Battalion personnel involved in TAD travel.

3. Background. Long-standing delinquencies in Government Travel Credit Card (GTCC) accounts within the battalion have made it necessary to refine existing TAD procedures as well as develop new ones. Each company headquarters will work in concert with the S-1 and S-3 sections to ensure that their Marines and Sailors are knowledgeable about TAD authorizations, the procedures to make appropriate modifications to those authorizations and the appropriate use of their Government Travel Credit Card while on TAD.

4. Authorizations and Timelines

a. Non-School-Related TAD. The Battalion Executive Officer (XO) is the approving authority for all non-school-related TAD travel.

b. School Related TAD. The battalion S-1 is the approving authority for all school related TAD.

c. Timelines for Non-School-Related Travel.

(1) CONUS. Submit request to the XO not later than 10 days prior to travel for approval.

(2) OCONUS. Submit request to XO no later than 45 days prior to travel. This will provide ample time for submitting country clearance request. If traveling with weapons to locations other than Iraq or Afghanistan, requests must be submitted 60 days prior to travel.

5. DTS Policy



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a. Commercial Air. It is a DoD mandatory policy that travelers use available Commercial Travel Offices (CTO) or the Defense Travel System to arrange official travel.

- (1) Unused/Partially Used Tickets must be returned for refund. Receipts are **MANDATORY** for reimbursement of flights.
- (2) Coach-class will be used for all official travel.
- (3) No one may authorize Premium Class or First Class without prior CMC/ACMC or higher approval.
- (4) Tickets purchased outside of CTO will be limited to the GTR cost.

b. Rental Vehicle. Receipts are **MANDATORY** for reimbursement of rental vehicles.

- (1) Individual must be approved by the Battalion Executive Officer or a DTS approval authority (Adj/S-1 Chief) prior to submitting TAD request.
- (2) POV Authorized only when more advantageous to government. Fuel is NOT reimbursable, mileage is authorized.

c. Lodging. Government quarters should be directed if available and TAD is at a government installation.

- (1) If Government quarters are not available, traveler needs to get a certificate of non-availability (CNA) from the government BEQ.
- (2) No reimbursement will be authorized if the individual is staying with relatives/friends.

d. Meals. Traveler must be occupying Government Quarters at the TAD installation to prescribe the Government Mess Rate (GMR) or the Proportional Mess Rate (PMR).

- (1) No Per Diem will be authorized while aboard a government vessel.
- (2) No Per Diem will be authorized while in a field duty status. Authorized incidental first and last day of field duty only.

6. After TDY Travel Requirements. The following expenses are required to have receipts and must be faxed or emailed into the DTS system as Substantiating Records.

- a. Lodging
- b. Rental Car
- c. All expenses \$75.00 or greater

7. Action

a. S-1. Communicate with S-3 Schools SNCOIC to ensure that TAD orders include the appropriate authorizations based on school requirements. Once TECOM funding is approved and sent to the battalion ensure that the



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respective Company First Sergeants are notified to inform their Marines to start their TAD request in DTS.

(1) Reviewing Officials. Ensure that any modifications made to his TAD orders are verified and included in his travel claim paperwork. Confirm that the travel occurred. Check for substantiating documents, ensure that all receipts for flights are billed to correct billing account and that those GOVCC reimbursements and Personal reimbursements are correctly separated. Confirm that all reimbursements are within DoD regulations and reimbursed only once. Verify that all exceptions to policy have been documented and annotated in either remarks, justifications, or in the substantiating records.

(2) Approving Officials. Review the document for accuracy and local policy. Following scheduled TAD, confirm that the travel occurred. Check for substantiating documents, ensure that all receipts for flights are billed to correct billing account and that those GOVCC reimbursements and Personal reimbursements are correctly separated. Confirm that all reimbursements are within DoD regulations and reimbursed only once. Verify that all exceptions to policy have been documented and annotated in either remarks, justifications, or in the substantiating records.

b. S-3 (Schools SNCOIC). Fully familiarize yourself with the administrative and logistical requirements associated with the formal schools that our Marines will attend in order to provide the appropriate authorizations to the S-1 for inclusion into TAD orders.

c. Company First Sergeants

(1) Prior to any of your Marines executing TAD orders, ensure that you and the Marine conduct a thorough review of the authorizations contained in this order. No Marine will execute TAD orders without a complete understanding of the expenses authorized under his orders, what is required of him in the event that a modification is necessary, and the appropriate use of his government travel credit card.

(2) Once a Marine completes his TAD orders, conduct an audit of his TAD travel and expenses (to include receipts) no later than (NLT) (5) working days after his return. If the Marine has charges on his government travel card that will not be covered by travel claim reimbursement, ensure that the Marine pays the balance from either his own funds or through additional split pay allotments in the DTS system. Ensure that travel claims are submitted in DTS NLT (5) working days after completion of any TAD trip.

8. Coordinating Instructions

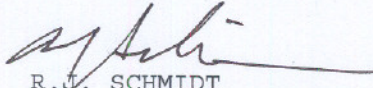
a. Marines will be instructed by their company First Sergeants to ensure that when completing their travel claim documents, split payment will be authorized in the amount of the expenses accrued during their TAD travel.

b. Unless circumstances prevent it, any payments that need to be made beyond split payment allotments will be made online at the Bank of America Government Travel Credit Card website ([www.myeasypayment.com](http://www.myeasypayment.com)). Or by phone (800) 558-0548. This will prevent delays associated with mailing their payments to the credit card center.



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9. Applicability. This is applicable to all companies, platoons and sections within 1<sup>st</sup> Reconnaissance Battalion.

  
R.J. SCHMIDT  
Acting